



CITY OF SAN ANTONIO JOB ANNOUNCEMENT

111 Plaza De Armas, San Antonio, Texas 78205
Phone No. (210) 207-8108 Job Line (210) 207-7280

ASSISTANT PUBLIC HEALTH DIRECTOR FOR CLINICAL AND POPULATION-BASED SERVICES

The City of San Antonio is recruiting for an Assistant Public Health Director for Clinical and Population-Based Services. This position is responsible for assisting the Director in planning, directing, managing, and overseeing clinical and population-based activities and operations of the San Antonio Metropolitan Health District including family health services such as prenatal care, well-child examinations, family planning, dental health services, immunizations and WIC; communicable disease control and prevention efforts against tuberculosis, STDs, and HIV/AIDS; and population-based services to promote healthy lifestyles and behaviors for all residents. Coordinates assigned activities with other city departments and outside agencies; and provides highly responsible and complex administrative support to the City Manager's Office. Exercises direct supervision over management, professional, clinical, technical and clerical staff. In the absence of the Director of Health, this position would serve as the acting Health Authority for San Antonio and unincorporated Bexar County.

Essential job functions will include: Assists in selecting and evaluating department staff. Assists in managing and participating in the development and administration of the department budget. Coordinates with the Health Authority on decisions with personal or population-based health implications and on actions necessary to guard the public health in an emergency situation. Develops and approves program policy guidelines, medical protocols and procedures. Supervises all activities in assigned specialty area, such as clinical and population-based services. Prepares and conducts informational presentations before large and small groups. Advises the Public Health Director on community health issues including environmental issues, disease control, animal care problems, occupational health issues, family health issues and homeland security. Develops grant proposals and program outlines. Performs regular visits to all District Clinics to insure programs and procedures are carried out as instructed. Assists in monitoring and evaluating the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; and identifies opportunities for improvement, and assists in directing the implementation of changes. Assists in coordinating departmental activities with those of other departments and outside agencies and organizations; provides staff assistance to the City Manager, Assistant City Managers, and City Council; and assists in preparing and presenting staff reports and other necessary communications. Coordinates activities with community groups, health providers, and community organizations on both non-emergency and emergency conditions. Assists in responding to and resolving sensitive inquiries and complaints from both internal and external sources. Acts as Health Authority in the absence of the Public Health Director.

This position requires the successful candidate have graduated from an accredited medical school. Five years of increasingly responsible professional experience in Public Health Administration, Preventive Medicine, Occupational Medicine, or Military Health Administration including three years of administrative or supervisory responsibility, preferably in an urban community. License to practice medicine in the United States and must be able to obtain Texas License within 180 days of hire, if not currently licensed in this State. Master's degree in Public Health, Health Care Administration, Public Administration or Business. Completion of residency in Family Medicine, Pediatrics, Preventive Medicine, Occupational Medicine or General Internal Medicine and board certification or eligibility in chosen specialty preferred.

Starting salary negotiable, depending upon education and qualifications. Apply at once with letter, resume, and references to the City of San Antonio, Human Resources Department, Attn: Norma Hemphill, Human Resources Administrator, P.O. Box 839966, San Antonio, Tex 78283. Open until filled.